

# Do you want to become a Governor of our school?

## 1 What do school governors do?

- ✓ They spend their time voluntarily working to ensure that the school is operating well to secure high standards of achievement for all the children. They make strategic decisions but allow the Headteacher and staff to deal with the day-to-day running of the school.

Governor duties and responsibilities are laid down by Law. Their role is primarily a **thinking and questioning** role, not a **doing** role. They work as a team to:

- help set the school's vision and direction
- establish standards of behaviour
- hold the headteacher to account for the educational performance of the school
- ensure that all children have access to a broad and balanced curriculum
- oversee finances and make sure money is well-spent
- ensure the children can learn in a caring, safe and inclusive environment
- ensure staff have the resources and support they need to do their jobs
- appoint the headteacher and other senior leaders

Each governor contributes to discussions that determine how the senior leadership of the school is held to account for the school's performance. This includes agreeing a School Improvement Plan, considering data on all aspects of school performance, asking challenging questions, ensuring the development of policies and procedures, and reporting to the school's stakeholders - pupils, parents, staff, and the wider community.

## 2 What governors do NOT do!

- ✗ Governors do not undertake classroom inspections to make judgements on the quality of teaching – the Governing Board monitors this by receiving reports from senior staff and from external sources. They do not do the job of the staff or spend too much time with the pupils – if you want to work directly with children, there are many voluntary valuable roles within a school.



## 3 What are the different types of school governor?

Headteacher	A governor by virtue of their office
Parent governor	Parent or carer elected by the parents
Local Authority governor	Appointed by Governing Board and approved by Southampton City Council
Co-Opted governor	Appointed by the Governing Board from the local community
Staff governor	Elected by the School Staff
Associate Teacher member	Elected by Teaching staff
Associate member	Not an appointed governor but is invited to attend Board meetings to offer specific expertise or skills.

#### 4 What is a link governor?



Each governor is given a special responsibility for a specific area, for example, Safeguarding, Finance, Health & Safety, Pupil Premium, Curriculum Standards. They liaise with the school and report back to the full Governing Board.

#### 5 Must I have any special qualifications to become a school governor?

You do **not** need any formal qualifications to become a school governor. You **do** need spare time and commitment to the school's ideals. Each person brings their own qualities, skills and experience to the role. Training is provided both individually and as a Board to help all governors with their responsibilities.



#### 6 How can I perform well as a governor?

- Commit time to actively participate in the work of the Governing Board
- Get to know the school well and understand its strengths and weaknesses
- Attend induction and other regular training events
- Attend meetings and read all the papers before the meeting
- Act always in the best interest of all the pupils
- Behave in a professional manner according to Governing Board's Code of Conduct, always acting with discretion and in strict confidence



#### 7 Time Commitment



A very difficult question! Being a governor can take as much time as you are able or wish to give, as there are always additional ways to support the school as a governor, for example membership of a Governing Board committee. At certain times (such as Ofsted Inspection, appointment of a new headteacher, reviewing policies), the demands may increase. One estimate is that you should expect to spend on average up to half a day a week in term time but much depends on your role and time of the school year. For example, in a week when there is a full Governing Board meeting, you may expect to spend 5-6 hours preparing and attending the meeting.

As a minimum, time is needed to attend Governing Board meetings; to read many meeting papers; to attend other committee meetings; visits to school; training sessions; link governor reports and generally keeping up-to-date with guidance and new developments in education.

It is fully appreciated that because of personal and work circumstances, some governors will be able to commit less time than others. It's not a competition! As a team, governors can cover for and help each other. Attendance and contribution to full Governing Board meetings is paramount as recording this is a statutory requirement that is reported to the Local Authority and published on the school website.

## 8 Who can become a school governor?



Anyone over the age of 18 years can be a governor, subject to specific rules. <sup>(Note 1)</sup> All governors must hold an Enhanced DBS check certificate (Disclosure & Barring Service). Details of governors have to be published on the school website and the Government Education Database.

## 9 Am I entitled to time off work to be a school governor?

Employers must give employees who are school governors *reasonable* time off to carry out their duties. The employee and the employer must agree on what is reasonable time off and whether this can be paid or unpaid.

## 10 How often does the Governing Board meet?

We meet eight times each academic year on Tuesdays in the School from 17:00 to 19:30h. Occasionally we meet during the day to visit the school in action. Individual governors can visit the school at any time by arrangement with the Headteacher.

A small, colorful calendar grid with a yellow background and a purple border. It shows a grid of dates from 1 to 31, with columns for days of the week and rows for weeks. The text 'Month' and 'Year' is visible at the top.

## 11 Who are the School Governors at Bassett Green Primary School?

Please see the school website About Us – Meet the Governors: [Meet the Governors | Bassett Green Primary School](#)

## 12 How can I become a school governor?



If you are interested in becoming a school governor at Bassett Green Primary School, please contact the Chair by email to [chair@bassettgreen.net](mailto:chair@bassettgreen.net) or by letter addressed to the Chair at the school.

We would really welcome your application. Most schools find it difficult to recruit school governors as it is a time-consuming and responsible role but it can be most interesting, rewarding and enjoyable working together to make our school the best it can be.

*(1) You must not have been convicted of an offence that carries a prison sentence; have been adjudicated as bankrupt; disqualified as a company director or removed from the office of charity trustee; not liable to be detained under the Mental Health Act or prohibited from working with children or young people.*